

## **CLASS TITLE: FINANCIAL REPORTING MANAGER (ACCOUNTS & CONTROL)**

**Class Code: 02645500**

**Pay Grade: 39A**

**EO Code: B**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** Within the Office of Accounts and Control, to be responsible for compliance with accounting standards and financial reports preparation for assigned governmental funds, other post-employment plans and quasi-governmental organizations; to coordinate with external auditors, actuaries, quasi-governmental organization management, investment companies and other professionals as required; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgment; work is subject to periodic review for conformance with federal and state laws, policies and departmental objectives.

**SUPERVISION EXERCISED:** None unless specifically assigned.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

Within the Office of Accounts and Control, to be responsible for compliance with accounting standards and financial reports preparation for assigned governmental funds, other post-employment plans and quasi-governmental organizations.

To coordinate with external auditors, actuaries, quasi-governmental organization management, investment companies and other professionals as required.

To review investment allocations to ensure they are in accordance with the requirements of the State Investment Commission.

To review investments to ensure they are insured or collateralized in accordance with Rhode Island State Law.

To obtain and submit demographic and claims information required by actuaries.

To coordinate with actuaries to ensure all required valuations and calculations are performed in a timely manner.

To review all reports issued by the actuaries.

To attend periodic meetings to discuss key issues, potential risks, and financial reporting practices.

To be responsible for preparing certain sections of the State's Annual Comprehensive Financial Report.

To be responsible for preparing separately issued financial statements as needed.

To assist with the selection and implementation of software.

To review and address audit findings and management comments.

To set rates for Internal Service Funds.

To prepare quarterly financial reports.

To ensure timely billings for internal service funds

To manage and account for assigned State funds and plans.

To update policies and procedures as needed

To assist with the implementation of Enterprise Resource Planning as needed.

To respond to information/data requests from various DOA management.

To do related work as required.

### **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of complex accounting principles and auditing standards; the ability to identify, interpret, and implement evolving accounting guidelines; the ability to prepare and analyze financial statements or other financial documents; the ability to identify problems and work interdependently with other staff in the division, with members of the public, other state departments and federal

agencies; the ability to formulate and implement solutions in an efficient manner; knowledge of Windows Operating Systems, usage of a personal computer (PC) and standard desktop office tools; the ability to effectively lead special projects when they arise; the ability to interpret State and federal laws rules and regulations; the ability to communicate effectively professionally, courteously and effectively with public officials throughout the State; the ability to perform other accounting related tasks; the ability to communicate effectively both verbally and in writing; and related capacities and abilities.

### **EDUCATION AND EXPERIENCE:**

Education: Possession of a Bachelor's degree in Accounting, Finance or a closely-related financial field; and

Experience: Employment in a highly responsible role in the field of accounting or auditing.

Class Created: March 10, 2013

Class Revised: November 21, 201